



CITY MANAGER'S REPORT TO CITY COUNCIL

SEPTEMBER 2022

I. PUBLIC WORKS & ENGINEERING:

Transportation Capital Projects

SRTS Phase 3 UPC 122282 (Formerly)102836

- Approved for TAP funding FY27-28, new UPC number issued.

SRTS North Elementary Phase 1 UPC 105233

- Construction completed.
- Project closeout in process.
- Waiting for final Appendix A.

SRTS North Elementary Phase 2 UPC 106188

- 100% plan final comments addressed.
- Funding verification and authorization to advertise request submitted.
- Utility relocation complete.

Westover Right Turn Lane UPC 100501

- Utility relocation complete.
- Columbia gas relocation complete 9/28/2022

Lakeview Modernization UPC 101288

- Installation of sanitary sewer trunk line complete.
- Installation of sanitary sewer laterals in progress
- Installation of storm sewer in progress
- Installation of water main in progress

ARGT Phase 5 UPC 107533

- Awaiting approval of joint application permit, permit re-submitted 3/11/2022.
- 100% plan comments addressed
- VWP permit approved by DEQ

Highschool Sidewalks UPC 118071

- Awaiting 60% plans
- Post willingness: 4/2/23
- ROW Acquisition: 9/8/23 – 3/29/24
- Relocate Utilities: 3/29/24 - 5/26/24
- Obtained Permits: 4/13/24
- Solicit Bids: 9/18/24
- Start Delivery: 10/31/24

Boulevard at Temple Intersection Improvements UPC 109264

- Awaiting 60% plans
- ROW Acquisition: 4/10/23 – 11/27/23
- Relocate Utilities: 11/27/24 - 7/26/24

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Obtained Permits: 6/1/24
- Solicit Bids: 10/23/24
- Start Delivery: 1/1/25

Branders Bridge Right Turn Lane UPC 99194

- 100% final plan comments addressed.
- Funding verification and authorization to advertise submitted

State of Good Repair UPC 121680

- State of Good Repair funding awarded (\$436,000).

Appomattox Greenway Trail Boulevard Spur UPC 121417

- Transportation Alternatives Program funding awarded (\$396,0000), estimate is \$541,000, project is showing a shortfall of \$145,000. SmartScale and CMAQ application submitted to cover shortfall.

Ridge Road Reconstruction UPC 117072

- Agreement and Appendix A received signatures in process

Emergency Projects

- **Lexington & Conduit Outfall** – Design underway.
- **Cambridge & Marvin avenue Emergency Storm Sewer Repair** – Awaiting flatwork (curb & gutter and final pavement restoration) and additional storm repairs underway.

Development Plan Reviews

- **Towneplace Suites** – Still under construction.
- **Temple Ave Commercial** – Tree on punch list replaced. Still awaiting South slope to be stabilized prior to start of 1 – year maintenance.
- **Dunlop Village Entrance Site Plan** – Still under construction. Updated working times began 9/6 due to school in session.
- **Panera Plan** – No activity
- **BLA between Chick-Fil-A and Walmart** – Awaiting final copies for recordation.
- **Chick-Fil-A Parking Lot Plot Plan** – No activity.
- **CHHS Dominion Easement Plat** – Quote received, forwarded to School Board Office, SBO in process of getting PO to have survey work completed.
- **Roslyn Farm Lot 12** – Engineering firm called 9/22 requesting letter noting final plan approval. I provided details on how final plan approval is given and provided information that if updated plan was approved, the typical five year approval would only hold until the open VSMP permit expired (permit expires 06/30/2024) as the current proposed plan is under IIC regulations.
- **White Bank Landing Section 4 Site Plan** – No activity. Followed up with the Developer and Engineer on 9/23.
- **White Bank Landing Section 4 Subdivision Plat** – Comments to be sent on hold due to stormwater compliance issue.
- **CHHS Addition** – All comments addressed. Letter requesting administrative items sent 9/2/2022.
- **Magnolia Hill Plan of Development** – No activity. Followed up with the Developer and Engineer on 9/16. Project on hold at the moment according to the Engineer.
- **Magnolia Hill Subdivision Plat** – No activity.
- **The Sanctuary (505 Lakeview)** – 2nd final plan submission received 9/12. Comments sent 9/27.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- **Briarcliffe Section 4** – BMP easement plat provided on 9/15, comments sent 9/22. Project is in process of installing street signs.
- **Home 2 Charles Dimmock** – No activity.
- **Rio Car Wash** – Easement approval brought to Council 9/13. Easement agreement approved. Moving forward in the preliminary process.
- **Popeye's Site Plan** – Preliminary plan comments sent to Planning on 9/13. Planning sent a letter to the developer requesting additional missing items from the preliminary plan submission. Preliminary plan is not able to be presented to Planning Commission until these items have been provided.
- **Popeye's Subdivision Plat** – Preliminary plat comments sent 9/13. Subdivision plat moving forward to being presented at Planning Commission.

Fleet Maintenance

<u>YEAR</u>	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2022	79	\$30,859.86	11	\$17,322.01
2021	79	\$19,930.69	9	\$3,083.82

The sublet repairs consist of the following:

Dealer Repair	\$16,207.63
Towing	\$685.00
Glass Replacement	\$344.38
Tire Repair	\$85.00

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	9	98
Commercial Building	4	31
Demolition	0	0
Electrical	13	132
Mechanical	10	75
Plumbing	5	58
Swimming Pool	1	5
Amusement Rides	1	2
Tent	0	2
Clean Out Installation	1	26
Water and Sewer Connection	0	8
Total: All Permits	44	437

New Residential Units (CO's)	Month	Year to Date
Total	0	4

Valuations	Month	Year to Date
Residential	\$131,792.00	\$2,719,964.95
Commercial	\$140,000.00	\$13,146,840.72
Total	\$271,792.00	\$15,866,805.67

Building Inspections	Month	Year to Date
Residential	82	606
Commercial	43	344
Total: All Inspections	125	950

PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	3	56
Mobile Food Units	0	9
Signs - Permanent	3	18
Signs - Temporary	2	8
Zoning	5	53
Total: All Permits	13	144

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	3
Plat: Subdivision	0	2
Prelim. Site Plan Review	0	3
Special Exception Permit	0	1
Special Use Permit	0	1
Rezoning	1	1
Variance	0	0
Wetland Development	0	0
Zoning Opinion & Cert	1	20
Total: All Categories	2	31

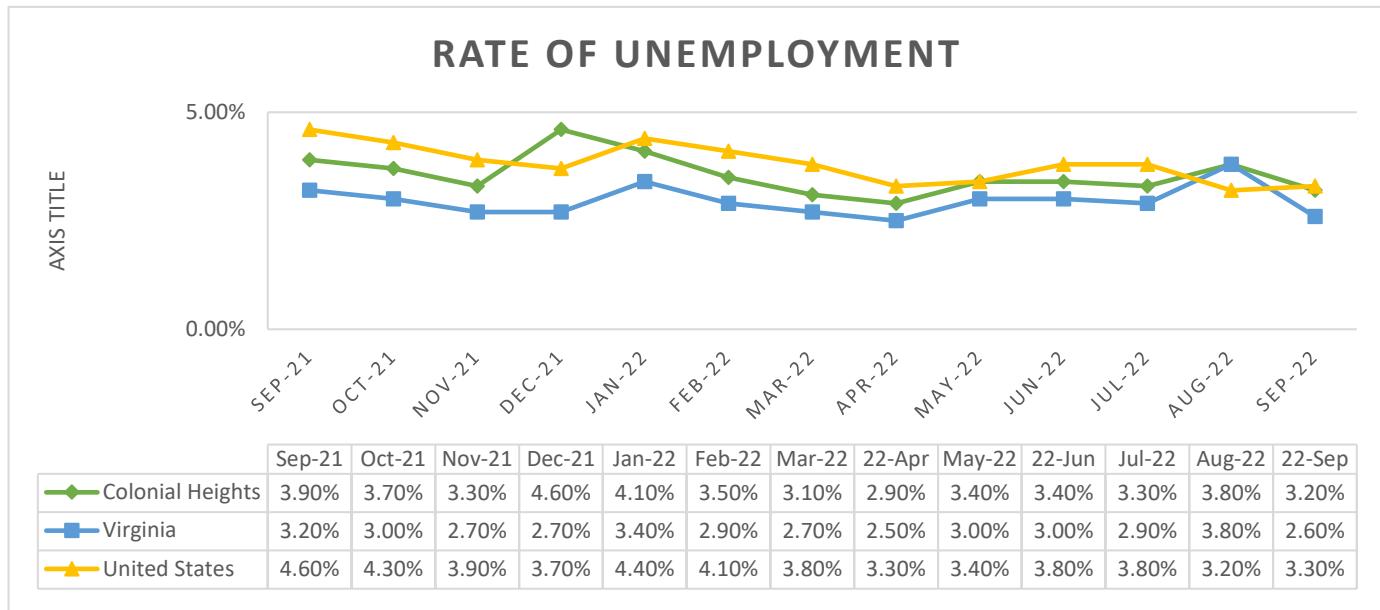
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	0
Planning Commission	1	6
Wetlands Board	0	1
Total: All Meetings	1	7

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	1	22	3	24
Exterior Storage of Objects	0	23	6	22
Inoperable Vehicle	2	29	6	23
Property Defacement	0	2	0	1
Tall Grass	65	461	72	384
Trash Can Placement	0	55	9	53
Trash/Debris	2	36	6	29
VA Property Maintenance Code	1	18	2	9
Zoning	1	28	1	31
Total: All Cases	72	674	105	576

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS



Source: Virginia Bureau of Labor Statistics

Labor Force, Employment and Unemployment in Colonial Heights

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights city in September 2022 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,196	7,935	261	3.2	No
*Chesterfield	2.6 %unemployment			
*Dinwiddie	3.0 % unemployment			
*Prince George	3.2% unemployment			
*City of Petersburg			6.5% unemployment	
*City of Hopewell			4.7% unemployment	

Prospect Activity:

Direct Requests for Information:	3
Sites/Bldgs. Submitted	4
Active Prospects	8

Projects:

Panera w/Drive-thru – submitted preliminary site plan for review
 Towneplace Suites – under construction
 RIO Car Wash
 Bruce Avenue
 Popeyes Subdivision
 Storage Facility

IV. POLICE DEPARTMENT:

Hard to believe, but school is back in session and we are headed into fall. The month was very busy for us not only for calls, but also for community activities. We definitely want to mention the fantastic work of the staff from Recreation and Parks at the Fort Clifton Festival. The weather was wonderful and it was great to see everyone out socializing and enjoying the vendors and live music. We also had a great event this month and hope that it becomes a tradition. On the 15th, about 20 police department retirees gathered at the Tractor Museum for our first ever, Retiree Breakfast. This was an opportunity to celebrate those officers and civilian staff that contributed so much to this organization over the years. As this was the “first”, we are hoping to spread the word and have an even larger turnout this spring. Not only was this an opportunity to see everyone, more importantly it provided a forum to discuss the department’s peer support program and make those services known and available.

Staffing continues to be a challenge for us as Officer Karrissa Jackson left to join the Petersburg Police Department, Recruit Officer Rachel Reese left law enforcement all together and Senior Officer Andrew Fontaine continues his Coast Guard deployment out of the Country. To meet this challenge, we welcomed back Master Officer Will Waldrep from the U.S. Marshal’s Task force, and we have a planned applicant process slated to begin the first of October. We would also like to congratulate Recruit Officer Tristan Bennett on his release from field training. Tristan started the police academy on January 3rd, 2022 and after graduation, as well as successful completion of field training, he has been assigned to D squad.

Finally, I would just like to commend all of our staff that responded to the fatal pedestrian accident at Temple and Conduit Road. A tragic scene, but it was great to see not only our major accident team at work, but also everyone that stayed over from the night shift, detectives, Deputies, and everyone that had a hand to ensure the area was safe for our officers to do their job. Great work by all!!

Operations Division

Captain Thad Johnson, assumed command of our **Operations Division** on September 1st, and reported that his division issued **445** traffic citations, issued **121** written warnings and **143** verbal warnings, made **ten (10)** DUI arrests, obtained **46** felony and **105** misdemeanor warrants. The **Operations Division** investigated **96** vehicle crashes, **9** field identifications, **31** parking citations, **four (4)** alarm citation and tagged **6** vehicles as inoperative. He reported the following operational highlights from his personnel:

- On 9/1/22, Ofc. Peyton arrested an individual for possession of a firearm by a felon and tampering with evidence. An additional suspect was also arrested for possession of schedule I or II drug at the Lucky 7, located at 26 Pickwick Ave.
- On 9/1/22, Ofc. Ramos arrested a juvenile for illegal possession of a firearm on Gould and Bradsher Ave.
- 09/05/2022, Officer Riazi responded to a larceny call at SouthPark Mall and subsequently arrested two suspects for larceny from multiple stores. During the course of his investigation he also charged both suspects for assault on law enforcement, possession of schedule I/II narcotic with the intent to distribute, possession of ammunition by a felon, false ID to law enforcement, obstruction and a concealed weapon violation.

IV. POLICE DEPARTMENT (CONTINUED):

- On 9/10/22, Ofc. Navarro arrested an individual for vandalism, petit larceny, tampering with an auto, and possession of burglary tools. An additional individual was also arrested for possession of schedule I or II drugs based on a theft from an auto in Vincenzo's parking lot located at 609 Blvd.
- On 9/14/22, Ofc. Navarro arrested an individual for carrying a concealed weapon, possession of a firearm by a felon, and two counts of possession of schedule I or II drugs at 1214 Blvd Apt#18. Subject was also wanted out of three other jurisdictions.
- On 9/17/2022, Shift responded to Macy's at SouthPark Mall for an armed robbery of cash from an employee in the parking lot. Turned over to Investigations.
- On 9/19/22, Officer Riazi responded to the parking lot of Publix for a suspicious person. Investigation revealed an individual was attempting to steal a vehicle parked in the lot. Suspect was arrested for attempted grand larceny.
- On 9/21/2022, Officer Davis, with MAIT, conducted a fatal vehicle crash investigation involving a pedestrian. This investigation remains on-going.
- On September 22, 2022, Ofc. Clay arrested a suspect for attempt to elude, assault on a law enforcement officer, and underage possession of alcohol.
- On 9/23/22, Ofc. Peyton arrested two individuals for possession with intent to distribute a schedule I or II drug and marijuana. One of the individuals was also charged with possession of a concealed weapon and possession of a firearm while in possession of a schedule I or II drug. The other suspect was also charged with possession of a firearm by a violent felon and possession of a firearm while in possession of a schedule I or II drug.

Community Issues Addressed

- Both evening squads reported dispersing large groups of juveniles at SouthPark Mall after receiving calls for fighting and disorderly individuals.
- ATF agent provided role call training to agency to assist with prosecution in federal firearms cases.
- Captain Johnson and Detective Aleshire provided an overview of "Smart Water" to forensic students at Longwood University.
- Lt. Chimera provided a demonstration of Drone Technology to students at Hopewell High School.
- Lt. Clark taught a CRASE class to the 11th District Court Services Unit at the Petersburg Public Library.
- Speed enforcement conducted on Lakeview Avenue as a result of several traffic complaints.
- Speed sign and statistical device placed at several locations in the City.
- Extra patrols conducted around Colonial Heights Food Pantry for an individual loitering in the area and causing damage.

IV. POLICE DEPARTMENT (CONTINUED):

Animal Services

- A total of 6 canines found permanent placement through adoption or rescue.
- A total of 9 canines were returned to owners.
- A total of 4 felines found permanent placement through rescue.
- Staff hosted a free clinic at the Shelter for the homeless and near homeless individuals.
- 262nd, Quartermaster Company from Fort Lee arranged to assist in cleaning and caring for our animals several times throughout the month.

K-9 ACTIVITIES

- K-9 Sgt. Chris Wulff completed supervisory training during the month.
- K-9 Officer Fable and K-9 Nero completed training.

Law Enforcement Services Division

The **Law Enforcement Services Division**, commanded by **Major Rob Ruxer**, reported the following activities:

- Major Ruxer attended the Virginia Associations Chiefs of Police Conference in Roanoke from 9-12 through 9-14.
- On 09/09/2022, Colonel Anspach and Major Ruxer attended the FBI 3000 event at Richmond FBI Headquarters to commemorate 9/11.
- On 09/08/2022-09/09/2022, Sgt McCurry attended a Property and Evidence Management course presented by IAPE.
- On 09/27-29/2022, Career Officer Whirley attended the yearly Accreditation Conference in Virginia Beach.

Accreditation

- On 09/14/2022, Captain Foster and Captain Johnson completed a keyholder change audit of all the K-9 training aids due to both Captains switching job titles and functions. All training materials were verified by both Captains with no discrepancies.
- On 09/15/2022, Sergeant Detective A. Brandeberry completed an Unannounced bi-annual property room inspection as required by ADM.16.03(d).
- On 09/16/2022, Career Officer Whirley instructed all detectives on the use of the command post as required by OPR.01.08(b).

Grant Activity

- On 09/02/2022, SGT McCurry created a Facebook post for Labor Day NHTSA post in compliance with the DMV Grant.
- On 09/09/2022, SGT McCurry completed the LOLE FY21 application and was awarded the funds for same.

IV. POLICE DEPARTMENT (CONTINUED):

- On 09/13/2022, SGT McCurry enrolled Detective Aleshire, Officer Davis, Career Officer Whirley, and herself for the REVIVE Train-the-Trainer course on October 27th per the Nasal Naloxone grant.
- On 09/15/2022, SGT McCurry submitted a reimbursement claim for LOLE FY20 grant.
- On 09/16/2022, SGT McCurry submitted the SOGA for LOLE FY21 grant.
- On 09/16/2022, the Q4 claim for SRO FY22 was approved on OGMS.

Investigations Division

Our **Investigations Division**, commanded by **Captain Mike Foster as of September 1st**, reported a very busy month for investigators. Nineteen (19) new cases were assigned to detectives—fourteen (14) were cleared (this included clearing two (2) case from a previous month), resulting in a clearance rate of 74% for the month, and a 76% clearance rate for the year.

Some of the division highlights include:

Detective Sergeant Brandedberry was assigned four (4) new cases this month to include:

- A fraud investigation, case inactive; pending further investigation.
- A fraud investigation involving the Virginia Employment Commission, case inactive; pending further investigation.
- A robbery investigation, case inactive, pending further investigation.
- A cyber tip, case inactive; pending further investigation.

Senior Detective Joseph Vaughan was assigned five (5) new cases this month to include:

- A CPS complaint in reference to a sex offense, case closed; exceptionally cleared.
- Two larcenies of firearms from Dances, case closed; arrest.
- A reckless handling of a firearm, case closed, unfounded.
- A sex offense, case closed; exceptionally cleared.

Senior Detective Darrell Aleshire was assigned two (2) new cases this month to include:

- A CPS complaint in reference to a sex offense, case inactive; pending further investigation.
- A distribution of child sexual abuse material, case inactive pending further investigation.

Senior Detective Chris Velasquez was assigned eight (8) new cases for the month to include:

- A sex assault, case closed; exceptionally cleared.
- A CPS complaint, case closed; exceptionally cleared.
- An unclaimed body investigation, case closed.
- A robbery, case inactive; pending further investigation
- A sex offense involving two juveniles, case closed; unfounded.

IV. POLICE DEPARTMENT (CONTINUED):

Auxiliary officers provided **218 hours** of extra manpower patrolling and riding with officers. A total of **1237 hours** have been volunteered this year. **Sentinels** provided **23 hours** for the month and **105** total hours for the year.

The **Employee of the Month** Committee met on September 19, 2022, at which time they reviewed all nominations and selected multiple officers to receive our *Employee of the Month Award*. **Officer Zaneisha J. Clay, Officer Anthony C. McCurry and Officer Tyson L. Jones** have all been selected as our **Employees of the Month** for **August 2022**. The following account will more than substantiate this decision.

During the month of August, these three officers responded to Exit 53 on I-95 for a report of an overturned tractor trailer truck. Upon their arrival, they were not able to immediately determine what the tanker was carrying, and for that reason, they were hesitant to approach. To complicate matters, there were no visible placards, the tractor's engine was still running and engaged, and the tanker itself was leaking an unknown substance. The officers observed that there was a person trapped in the tractor's cab, who was actively moving around. Although it was a highly volatile situation at that time, these officers made a conscious decision to put a citizen's life before their own. All three officers cautiously approached and assisted with cutting the driver's seatbelt, lowering him to safety and moving him from the hazardous area to awaiting EMS personnel for triage. It was determined shortly thereafter that the overturned tanker was carrying a corrosive chemical capable of causing severe injury or death.

The circumstances and challenges presented to these three officers was a tough call in terms of safety and risk factors; however, it also speaks volumes about their courage, character, and commitment to the citizens they are entrusted to protect. Because there is little to no training for this exact scenario, these officers performed their duties based on instinct, guts and the sheer will to protect this man from further injury or death. Ironically, many people in other professions complain about a tough day at the office, but few truly understand the burdens and split-second decisions that police officers are faced with daily. The exemplary actions of these officers and their willingness to go above and beyond expectations for the safety of others is both respectable and noteworthy.

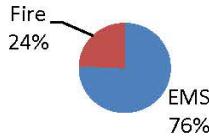
Officer Clay, Officer McCurry and Officer Jones come to work every day with a good attitude and are team players. Each of these officers contribute to the overall mission of the department through their excellent work ethic and dedication. They meet the department's mission of protecting the life, individual liberty and property of all people within the City of Colonial Heights, and all are most deserving of receiving this *Employee of the Month Award*.

IV. POLICE DEPARTMENT (CONTINUED):

DEPARTMENT STATISTICS			
September 2022			
Crime	September 2021	September 2022	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	0	0	0%
Robbery	0	2	200%
Aggravated Assaults	7	4	-43%
Simple Assaults	19	17	-11%
Breaking & Entering	1	0	-100%
Larceny	45	49	9%
Vehicle Thefts	1	2	100%
Arson	0	0	0%
Shoplifting	39	32	-18%
DUI Arrests	10	9	-10%
All Criminal Arrests	166	187	13%
Calls for Service	1,990	2,293	15%
September 2022	Number Reported	Number Cleared	Percentage Cleared
	74	44	59%

V. FIRE & EMS DEPARTMENT:

Total Incidents: 496



Total Fire Type Incidents: 121 (Total Fire Loss \$0)

Total EMS Incidents: 375 (240 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 97.1% of emergency incidents: (Avg. first apparatus travel time 4:18 minutes)

EMS units arrived on scene in less than 9 minutes on 98% of emergency incidents. (Avg. first ems unit response time 5:44 minutes)

Fire Division (number of incidents):

Fires		Hazardous Situations		Services Calls and False Calls	
Building fire	1	Power line down	10	Good intent calls	27
Cooking Fire, confined to container	1	Electrical wiring/equipment problem other	4	Public service calls	30
Brush or brush and grass mixture fire	1	Heat from short circuit (wiring), defective/worn	1	Assist invalid	8
Unauthorized burning	2	Excessive heat, scorch burns with no ignition	1	Smoke/CO detector installation	3
		Haz Mat release investigation with no Haz Mat found	1	False alarm/false calls	22
				Cover assignment, standby, move up	1
				Wind Storm, tornado/hurricane assessment	1

EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	10	Assist, Public	42	Cancelled (Prior to Arrival at Scene)	11
Patient Evaluated, No Treatment/Transport Required	7	Cancelled on Scene (No Patient Found)	10	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	5
Patient Dead on Scene-Resuscitation Attempted (W/O Transport)	1	Patient Refused Evaluation/Care (Without transport)	28	Standby, Public Safety, Fire, or EMS	4
Patient Treated, Released (AMA)	4	Patient Treated, Released (per protocol)	9	Transported Lights/Siren	22
Patient Treated, Transported by private vehicle	3	Patient treated, transported by Law Enforcement	1	Transported no Lights/Siren	218

Fire Mutual Aid Given & Received

M/A given to Chesterfield Fire	N/A	M/A received from Chesterfield Fire	1
Automatic Aid given to Chesterfield (EMS)	4	Automatic Aid received Chesterfield (EMS)	N/A
Automatic Aid given to Chesterfield (Fire)	2	Automatic Aid received Chesterfield (Fire)	7
Mutual Aid given to Petersburg (Fire)	N/A	Mutual Aid received from Petersburg (Fire)	N/A
Mutual Aid given to Prince George (Fire)	N/A	Mutual Aid received from Prince George (Fire)	N/A
Mutual Aid given to Hopewell (Fire)	N/A	Mutual Aid received from Hopewell (Fire)	N/A
Mutual Aid given to Dinwiddie (Fire)	N/A	Mutual Aid received from Dinwiddie (Fire)	N/A
Mutual Aid given to Fort Lee (Fire)	N/A	Mutual Aid received from Fort Lee (Fire)	N/A
Crater Technical Rescue Team Activation	N/A	Crater Regional Hazardous Materials	N/A

EMS Mutual Aid Given & Received

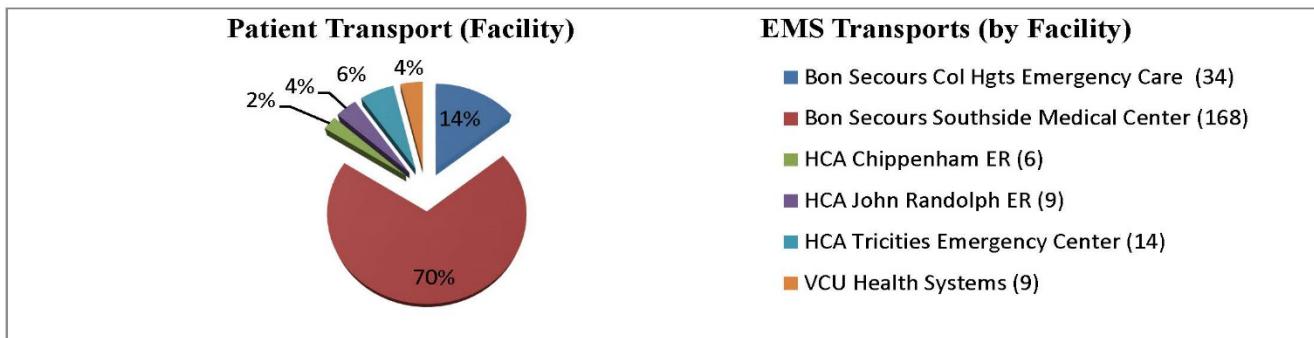
Mutual Aid given to Petersburg (EMS)	11	Mutual Aid received from Petersburg (EMS)	3
Mutual Aid given to Chesterfield (EMS)	N/A	Mutual Aid received from Chesterfield (EMS)	1
Mutual Aid given to Fort Lee (EMS)	N/A	Mutual Aid received from Fort Lee (EMS)	N/A
Mutual Aid given to Prince George (EMS)	N/A	Mutual Aid received from Prince George (EMS)	1
Mutual Aid given to Hopewell (EMS)	N/A	Mutual Aid received from Hopewell (EMS)	N/A
Mutual Aid given to Dinwiddie (EMS)	2	Mutual Aid received from Dinwiddie (EMS)	N/A
Total EMS Mutual Aid given (Transport unit)	13	Total EMS Mutual Aid received (Transport unit)	5
Total Fire Mutual Aid given (Engine/Ladder)	5	Total Fire Mutual Aid Received (Engine/Ladder)	8

V. FIRE & EMS DEPARTMENT (CONTINUED):

Out of Service Apparatus

Station 1	Fire Units		Medical Units
	<u>Number of Incidents</u>	<u>N/A</u>	
	Total Hours	N/A	1 Medic-933 48 hrs.

Station 2	Fire Units		Medical Units
	<u>Number of Incidents</u>	<u>3</u>	
	Total Hours	R-942 720 hrs., Q-942 8 hrs. Q-992 114 hrs.	1 Medic-932 264 hrs.



Fire Investigations / Inspections

Inspections /Plans review completed	49
Parking citations issued	1
Pre-Employment Backgrounds Completed (FT, PT & VOL)	8

Special Notes

CHFD/EMS Medic Patient Transport Mileage:	Total:	1,864.70 miles
	Average:	7.70 Miles

September 2021 Total Incidents: 464 Fire: 97 EMS: 367

VI. FINANCE DEPARTMENT:

Finance Activity:

ERP Project

- Financials: Go Live is set for October 2022. I am excited to see how everything on the Revenue side posts on the financial side. That has been the biggest obstacle for year end is that what was posted in our Legacy system and where it should have posted. It was right in Munis. Also, to be able to see the data without searching for files. Finance team has currently entered in over 500 PO and we are validating data conversion (Data we pulled from Legacy into Munis) Once the validation is complete we will open up Munis for staff to key in requisition and invoices.
- HR/Payroll Our focus has been on Financials. As soon as we go live we will be working on data being entered into Munis all new employees, terming employees and adding deductions. There were a lot of changes we have made to implementation to make the system work instead of a payroll employee having to figure out manually like we currently are doing.
- Customer self-service (CSS) CSS, the online payment portal, went live in October. CSS has been collecting the convenience fee of 2% for all modules and there is no convenience fee if using electronic checks. We are currently working with support to fix an issue when citizens are not receiving emails when they request a new password or as a new user
- Tyler Cashiering has been working pretty smoothly. The only issue we have at the moment is we have to replace the check printing machine.

Fiscal 2021 Audit- The audit process continues as Brown Edwards continued to communicate with Finance but we are delayed in getting the information to the auditors. With being short staffed, implementing a new financial software in the middle of an audit and me being hired at the end of the year. There is some concern that the FY22 report will be delayed due to issues stated earlier.

Purchasing Activity:

- Purchasing: 160 total purchase orders were completed, which included 33 departmental purchases being reviewed.
- This compares to 200 being completed for the same period last year.
- Finance processed 112 check requests during the month.

Purchasing Bid/RFP Activity:

- SP22-042202-1127 Annual “On-Call” Contract for Transportation Engineering Services, was issued on March 30 2022 with the seal proposal proposals received on April 22 2022. The City’s Engineering Department shortlisted the vendors to interview, and has selected multiple vendors for this contract. We are now working on the contract documents, which includes some VDOT forms.
- SP22-102802-1129 Request for Proposal – Information Technology Services, was issued during the month, with proposals due. On Oct 28 2022. This is for IT related services to support the City’s IT Department. It is hoped to have a vendor under contract in time for the FY23-24 budget process

Other Purchasing Activity:

- Purchase Order issued To Festo Emergency Sales for a 2023 ambulance. A national cooperative contract was used. Ambulance is expected to be delivered in about a year.
- Purchase Order issued for Engineering Services and Right of Way Acquisition Services, for the Lexington Drive Rehabilitation Project. The City’s On-Call contract for Transportation Engineering Services was used.

VI. FINANCE DEPARTMENT (CONTINUED):

- Purchase Order issued for Professional Engineering Services for a review of the Branders Bridge Road Widening Project.
Work to include: Conform specifications to required Federal Funding requirements; review for conflicts between project specifications and VDOT specifications; review VDOT special provisions, write additional specifications requested by the City.
- Contract finalized for the police department, for the purchase of new tasers for the department. The devices that the police presently use, are no longer supported by Taser to any degree. This includes the cartridges the weapon fires.
Most of their devices are between 8 to 10 years old. This purchase will make it possible for all officers to have a taser, which is not the case now. The purchase of the 48 tasers, will be spread out over five years. Total cost of \$\$156,129 will be paid for in year 1 at \$15,615 and years 2 -5 at \$35,128 per year.
- Asbestos/lead paint abatement was completed at the house next to City Hall, 218 Highland Avenue
- Quote issued for the July 4 2023 Fireworks show. The quotes are due back the middle of Oct.
- Working with Fire Marshall and the Police Department on new vehicles for the department. The price on new vehicles has increased around \$10,000 since COVID, with the expected delivery being extended over a year.

Risk Management

Property

- Cross walk sign on the Boulevard at Temple Avenue was hit when two vehicles collided, which threw one of the vehicles into the cross-walk sign.

Vehicles

- A City police vehicle was approaching a round-a-bout in Chesterfield County, when the officer was blinded by the sun, and struck the rear bumper of the vehicle in front of him.
- A tree, blown down from a wind storm, fell on the City's Code enforcement vehicle while it was parked at City Hall. The City's insurance carrier has sent an adjuster, to see if perhaps the 2013 City vehicle is totaled.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent-3,868
- Delinquent Notices Sent –828.
- \$106.89 in utility billing set-off debt collections were received this month.

Billing and Collections Activity:

- 69 DMV releases processed: 63 personal property, 6 parking citations, 10 COR abatement
- Set off collections this month: \$1,212.48
- Tobacco stamps collected: \$99,225.60
- ADM fees collected \$1,453.94

VI. FINANCE DEPARTMENT (CONTINUED):

Real Estate Activity:

- 63 property transfers this month, 30 of which were valid residential sales
- \$53,500 in new residential construction, \$152,900 new commercial.

VII. HUMAN RESOURCES DEPARTMENT:

**Human Resources report to resume at a later time.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ★ The City's website, www.colonialheightsva.gov had 57,935 page views in the month of August.

Top fifteen sites visited after the home page: <ol style="list-style-type: none">1. Real-Estate Records (2,498)2. Yard Sale Permits (2,450)3. Library (2,174)4. Pay On-Line (2,068)5. Fort Clifton Festival (2,052)6. Animal Control Shelter (1,653)7. City Employees (1,345)8. Human Resources (1,015)9. Utility Billing (933)10. Recreation-Parks (907)11. Police (850)12. GIS (570)13. Real Estate Assessor (543)14. Trash Collection (522)15. Agenda Center (486)	Top five countries after U.S.:  Russia  India  China  Ukraine  Philippines Top five regions after Virginia:  Pennsylvania  Minnesota  Michigan  Maryland  New York
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- ★ Citizens submitted and city staff processed 191 service requests and questions through the “Report a Concern” module during the month of September.
- ★ The City of Colonial Heights’ Facebook Page now has 6,000 fans and the City’s Twitter account has 1,650 followers. There are 2,751 subscribers for “In the News”.
- ★ Proactive Information Management completed 30.99 hours of IT service and maintenance for City departments this month.
- ★ Assisted the Treasurer’s Office with the network and hardware set-up for the DMV Select services. This included adding a network switch, configuring a network printer and connecting the credit card device to use network services.

IX. LIBRARY:

- ☆ The library staff circulated 8,933 items in August broken down as follows:
 - Residents borrowed 7,668 print titles
 - 322 e-books on Kindle readers
 - 943 e-books and audios were downloaded from the library's online Hoopla collection.
There are currently 1,526 residents registered for the Hoopla service.
- ☆ The public computer center had 886 users
- ☆ The Story Time programs had 188 children attend
- ☆ The library's meeting rooms were used 104 times
- ☆ An average of 493 residents used the library each day, while 63 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In September the Recreation Department hosted the Fort Clifton Festival (Fall Edition) due to the weather cancellation of the typical Mother's Day event back in May. The event was well attended and staff is considering an additional Fall event for 2023.

Youth Football practices began in September and the first weekend of games is scheduled for October 7th with the Homecoming weekend scheduled for October 22nd.

Youth Baseball and Softball Fall league games started the beginning of September and will run until the end of October. Staff is also preparing for upcoming programs to include the Halloween in the Park event, Youth Basketball Leagues, and the Annual Christmas Parade.

Recreation staff released their Winter program offerings in September and are excited for all the new opportunities being offered to our residents. Some of these programs begin in November and will be included in the Winter City Focus that is currently being compiled for release in early November.

Athletics/Programs	2022	2021
Belly Dancing	4	2
Soul Line Dancing	58	N/A
Therapeutic Recreation	60	32
Intro to Pickleball	24	12
Ft Clifton Festival	3,500	3,000
Fall Baseball	30	22
Fall Softball	36	28
Youth Football	78	N/A
Youth Cheerleading	80	62
Competition Cheerleading	14	N/A
Facility Usage	2022	2021
Community Room Attendance	780	902
Community Room Reservations	10	11
Pavilion Attendance	4,200	2,378
Pavilion Reservations	33	41
Field Attendance	7,955	6,210
Field Rentals	37	46

Parks, Horticulture, Buildings Maintenance

Parks

- Prepped ball fields for tournaments.
- Cleaned bathrooms at ball fields.
- Picked up trash at ballfields after games.
- Painted and lined football, band, field hockey, and soccer fields once per week.
- Cleaned parks restrooms.
- Emptied trash cans throughout City parks and fields.
- Cut City properties as needed.
- Delivered tables and chairs to certain events.
- Made repairs to equipment.
- Sprayed weeds throughout the City.
- Raised and lowered flags accordingly per Governor.
- Arranged benches and bleachers on soccer field.
- Replaced boards on bridges on river trail.
- Replaced boards on overlook at Fort Clifton Park.

Horticulture

- Cut shrubs and low limbs at Library.
- Picked up trash at various sites in City.
- Cut down small dead tree and low limbs at Fort Clifton Park.
- Trimmed shrubs at Courthouse.
- Weeded around all sites around City.
- Cut down Crepe Myrtle at FS2.
- Picked up fallen branches around sites.
- Replanted containers at City Hall.
- Helped clean and worked Fort Clifton Festival.
- Cleaned up trees and branches from storm.

Building Maintenance

- Painted walls at Registrar's Office.
- Fixed gate on one of Animal Shelters cages.
- Built wall at PD between 2 offices.
- Moved safe at PD and bolted and to wall.
- Hung new wall decorations in hall at PD.
- Filled traps with water that were dry throughout City buildings.
- Painted floors in lockup at PD.
- Worked with contractor on HVAC unit for PD.
- Changed ballasts in lights at Animal Shelter.
- Worked on Recreation and Parks equipment.
- Completed numerous work orders.
- Fixed leaking toilets at Lakeview Ball fields.
- Unstopped drain at FS2.
- Lubed chains at Courthouse gates.
- Changed ballasts in Building Inspections office.
- Worked with contractor on boiler at Courthouse.
- Fixe leak on irrigation system at soccer field.
- Adjusted timer for tennis courts at Middle School.

X. RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

Activities	2022	2021
Bingo	61	19
Bowling	90	130
Bridge Party	43	8
Dominoes	23	N/A
Mahjong	23	N/A
Movie Day	13	2
Pinochle	19	4
Scrabble	12	6
Senior Club Board Meeting	8	N/A
Senior Club Meeting	70	56
Senior Dance	36	N/A
Senior Golf Association Fort Lee	421	395
Senior Golf Association Tri-Cities	169	156
Sing A-Long	12	14
Awareness/Education		2022
Library: Total # books checked out	10	N/A
Lunch & Learn Assisted Living	18	N/A
Lunch & Learn VDDHH	13	N/A
Medicare 101	13	N/A
Tech Heads	13	29
Watermelon Festival w/Jen Care	15	N/A
Classes		2022
Crochet & Knitting	19	14
Intro to Line Dancing	56	48
Line Dancing Class	148	258
Meditation	32	68
Quilts for Vets	9	N/A
Scrapbooking	2	3
Sewing Class	28	18
Tap Class	23	25
Tech Savvy	8	3
Watercolor with Faye	24	11
World Religion	39	
Fitness		2022
Balance	49	68
Cardio Ball	19	N/A
Fitness Center Usage	143	50
Muscles in Motion	133	113
Pickleball	204	88
Senior Stride	10	20
Sit & Let's Get Fit	256	231
Strength & Stretch	48	102
Stretch it Out	29	
Tai Chi - morning	35	20
TBS	74	35
Walk this Weigh	40	N/A
Water Aerobics	60	N/A
Yoga	70	186
TOTAL	2,560	2,151

Agency on Aging

Volunteer Hours	18	12
Trips	2022	2021
Riverside - Ghost	24	N/A
Meals		2022
Home Delivery Meals	0	3
Weekly Meal Program	70	N/A
Transportation		2022
Passengers	175	223
Total Trips	386	498
Total Miles	2007	2864
Wheelchairs	11	38
Donations	\$201.00	\$390.00
New Riders	1	10

Violet Bank Museum

Attendance	2022	2021
Tours Given	39	39
Grounds Visitors	9	32
Ongoing Programs	37	22
Special Events	26	64
Attendance Totals	111	157

X. RECREATION & PARKS DEPARTMENT CONTINUED:

OFFICE ON YOUTH & HUMAN SERVICES

Special events

Suicide Prevention Awareness Walk

OOY set up a resource table and distributed information about Youth Advisory Council, CADRE, and volunteer opportunities with OOV.

Boards and Coalition Happenings

Youth Advisory Council (YAC)

- Monthly meeting had 12 attend
- Distributed flyers for SAFE Communities Night throughout the City

CADRE – met with advisor and club members to discuss recruitment strategies and ideas for activities

Community Policy Management Team (CPMT)/Family Assessment Planning Team (FAPT) caseload 31

Community Multi-Disciplinary Team –CAC caseload 5

Southside Trauma Informed Care Network- formed committee to discuss policy and advocacy to learn how to support school systems in Colonial Heights and Petersburg

CAAN-DUU –finalized plans for Suicide Prevention Awareness Walk for September 22

Families First –discussed upcoming events

Positive Parenting Coalition – Attended monthly meeting in Chesterfield, Presentation from Nursing Supervisor of Chesterfield County Schools

Juvenile & Domestic Violence Task Force – Monthly meeting to plan events for the year. Planning activities for October – Domestic Violence Awareness month

CACHE – monthly member meeting

Community Coalitions of VA – monthly members meeting

School Readiness Coalition – monthly member meeting, agency roundtable

EFSP- monthly board meeting

Community Criminal Justice Board – monthly member meeting, Presentation by Melanie Meadows, Chesterfield Drug Court

District 19 Community Services Board – Monthly board meeting

CH School Board – attended monthly meeting

Prevention Programs

Kids Achieving Progress Afterschool Program – Recruiting new enrollees, hiring, interviewing and training program staff. Sites opened at Tussing and North Elementary on September 12th.

VJCCA Diversion Programs-

12th District Juvenile & Domestic Relations Court

Community Service

Program to provide community service supervision for court mandated youth

- 12 Youth on caseload, completed 19 hours on various projects. Cleaning City Hall, city vehicles, life skills, Fort Clifton festival preparation, paper shred, distributing SAFE Communities flyers

Shoplifting Diversion

Program to educate participants and their parents on shoplifting, the juvenile justice system, legal consequences for violating laws, the detrimental effects on local businesses and the cost of security measures

- 10 participants, 40 hours

Alcohol Drug Diversion Program

Program to educate participants on risks and consequences of drug use. 1 participant referral

Professional Development/Trainings

- Youth Partnership for Central VA Training and Resource Day
- Open House Flagler House – new facility in Petersburg
- Ethical Storytelling for Policy Advocates

UPCOMING EVENTS

- *Botvin Life Skills Training – Program starts October 3*
- OOV staff teaching program at CHMS to 183 6th grade students. Class is taught during student PE/Health fourth block period. Topics: Self-Image, Myths and Realities of Alcohol/Tobacco/Marijuana, Coping with Anxiety/Anger

